



2 October 2002

SPONSOR PACKAGE

NEWCOMERS TO ESKAN VILLAGE SAUDIA ARABIA

To avoid any inconvenience and hardship in HHG/Unaccompanied baggage shipment, please provide a copy to your Transportation Office. If they have any questions they can contact **PRIMARY:** Mr. Adil Khojali at DSN: 318-435-7077, E-mail: adil.khojali@usmtm.sppn.af.mil or **ALTERNATE:** TSgt Giannakelos at DSN: 318-435-7076, E-mail: paul.giannakelos@usmtm.sppn.af.mil (**Departure date: Mar 04**)

103-4 US MILITARY TRAINING MISSION, RIYADH, SAUDI ARABIA(SA)

REVIEW DATE: 01 OCT 02 (CH)

MULTI - SERVICE

1. GENERAL:

a. **GBLOC:** SWAP

b. **DODAAC:** W90C9A

c. **POC:** MSGT RICHARD A. HIGGINS II

d. **E-MAIL:** tmo@usmtm.sppn.af.mil (CH)

e. **TWX:** USMTM RIYADH SA//PPSO//

f. **MAIL:** USMTM

UNIT 61300 BOX 2

ATTN PPSO

APO AE 09803

g. **CROSS REFERENCE OF APOs/FPOs SERVED:** AE 09809 (Khamis Mushayt);

AE 09810 (Tabuk); AE 09811 (USMTM Jeddah); AE 09858 (USMTM Dhahran, Jubail) - Send to King Khalid International Airport-RUH (CH)

h. **APOD:** Riyadh-RUH (King Khalid International Airport, Riyadh, Kingdom of Saudi Arabia) (see 2b and c. listed below) (CH) **APOD:** Al Kharj-AKH (PRINCE SULTAN AIR BASE-PSAB, Kingdom of Saudi Arabia) (see 2d and e listed below) (CH)

WPOD: NONE

i. **DSN OUTBOUND:** 318-435-7078 **COMM:** 011-966-1-478-1100 EXT 435-7078

DSN INBOUND: 318-435-7077 **COMM:** 011-966-1-478-1100 EXT 435-7077

j. **FAX:** DSN: 318-435-7080 **COMM:** 011-966-1-478-1100 EXT 435-7080 (CH)

2. CONSIGNMENT INSTRUCTIONS:

a. **DPM HHG, DPM BAGGAGE: PRIMARY CODE MODE:** Ship via DPM International Commercial Air (CODE HF OR BF) or **ALTERNATE CODE MODE : If no rates are available from your AOR request OTO Code 8 or Code 6 through MTMC.** Consign to USMTM-PPSO, Riyadh, KSA, Mark for USMTM, C/O CONTRACTOR, M/F member and unit of assignment. (CH)

b. **OPM-SANG** - Personal property must be shipped to King Khalid International Airport-RUH, Riyadh, Kingdom of Saudi Arabia. All personnel must have valid PASSPORT and VISA to clear personal property through Saudi Customs. **ATTN: OUTBOUND BOOKING, IF YOU ARE NOT SURE PLEASE SEND US AN E-MAIL: tmo@usmtm.sppn.af.mil FOR PROPER ROUTING INSTRUCTIONS.** (CH)

IMPORTANT INSTRUCTIONS FOR CONUS LOCATIONS: "USE DPM INTERNATIONAL COMMERCIAL AIR RATES (DPM CODE HF OR BF). OVERSEAS LOCATIONS: "USE OTO CODE 8 OR CODE 6 AS AN ALTERNATIVE MODE OF SHIPMENT" / MARKINGS SEE GENERAL INSTRUCTIONS PG 103-1 Para 1d(2) (CH)

c. **USMTM PERSONNEL** - Units/personnel sponsored by USMTM (AFELM-TAFT, AFELM SECURITY AST JD, AFELM SECURITY AST JA-DHAHRAN-AFM ADM, USCENTCOM USMTM, USMC TAFT (Marines), DCMA, DCAA, WR-ALC, Peace Shield, AAFES, Det. 1, 83, and DECA). Personal property must be shipped to King Khalid International Airport-RUH, Riyadh, Kingdom of Saudi Arabia. All personnel must have valid PASSPORT and VISA to clear personal property through Saudi Customs. **ATTN: OUTBOUND BOOKING, IF YOU ARE NOT SURE PLEASE SEND US AN E-MAIL: tmo@usmtm.sppn.af.mil FOR PROPER ROUTING INSTRUCTIONS.** (CH)

IMPORTANT INSTRUCTIONS FOR CONUS LOCATIONS: "USE DPM INTERNATIONAL COMMERCIAL AIR RATES (DPM CODE HF OR BF). OVERSEAS LOCATIONS: "USE OTO CODE 8 OR CODE 6 AS AN ALTERNATIVE MODE OF SHIPMENT" / MARKINGS SEE GENERAL INSTRUCTIONS PG 103-1 Para 1d(2) (CH)

d. **ARCENT PERSONNEL:** (HQ ARCENT-SA(Command Section), US ARMY FORCES CENTRAL, 54th, 550th, 580th, to include DOD Civilians Assigned to ARCENT), Eskan Village, their personal property must be shipped via AMC to Prince Sultan AB (PSAB), Saudi Arabia APO AE 09882. ARCENT personnel are assigned to Eskan Village under APO AE 09852 or APO AE 09803. Due to deployed personnel not having passports or visas, the property cannot clear customs at King Khalid International Airport, Riyadh, Saudi Arabia. ARCENT-TMO has a weekly pickup run from PSAB to Eskan Village, Riyadh, Kingdom of Saudi Arabia. **ATTN: OUTBOUND BOOKING, IF YOU ARE NOT SURE PLEASE SEND US AN E-MAIL: tmo@usmtm.sppn.af.mil FOR PROPER ROUTING INSTRUCTIONS.** (CH)

IMPORTANT "USE DPM AMC ONLY" / MARKINGS SEE GENERAL INSTRUCTIONS PG 103-1 Para 1d(3)

e. **AFELM JTF-SWA (Southern Watch) "COMBATANTS":** Their personal property must be shipped VIA AMC to Prince Sultan AB (PSAB), Saudi Arabia -Al Kharj-AKH GBLOC: SWFL. Please see consignment guide shipping instructions for Prince Sultan AB, Kingdom of Saudi Arabia PG103-5.

ATTN: OUTBOUND BOOKING, IF YOU ARE NOT SURE PLEASE SEND US AN E-MAIL: tmo@usmtm.sppn.af.mil FOR PROPER ROUTING INSTRUCTIONS. (CH)

IMPORTANT "USE DPM AMC ONLY" / MARKINGS SEE GENERAL INSTRUCTIONS PG 103-1 Para 1d(3)

f. **PARCEL POST:** Do not consign to PPSO, Riyadh. Consign to member or member's agent c/o local address or unit of assignment.

3. SPECIAL INSTRUCTIONS:

- a. **NOTE 1:** Do not send any unaccompanied baggage shipments by surface mode (oceanic carrier/water transport). It will cause extensive delays through customs.
- b. **NOTE 2:** Refer to record 103-1 SAUDI ARABIA (SA) - GENERAL INSTRUCTIONS (See below for General Instructions).

103-1 SAUDI ARABIA (SA) - GENERAL INSTRUCTIONS

REVIEW DATE: 01 OCT 02 (CH)

1. SHIPMENT INSTRUCTIONS:

a. **WEIGHT RESTRICTIONS:**

(1) Army Personnel:

(a) **Accompanied Tour: E4 (greater than or equal to 2 years service) and above:** 25 percent of JFTR weight allowance or 2,000 pounds, whichever is greater. E4 (less than 2 years service) & below: Full JFTR weight allowance.

(d) **Unaccompanied tour:** Weight allowance for single/unaccompanied personnel are in accordance with weights listed in PPCIG VOL II, Appendix V. (CH)

(2) **Air Force personnel:**

(a) **Accompanied tour:** 25 percent of JFTR weight allowance or 2,000 pounds, whichever is greater. Personnel assigned to PSAB, see record 103-5.

(b) **Unaccompanied tour:** Weight allowance for single or unaccompanied personnel are in accordance with the Air Force Supplement to the JFTR, Attachment 3, Notes 2: For unaccompanied members assigned to Hard lift Area, shipment of the 10 percent option, by air, is authorized. (CH)

(3) **Navy Personnel:** 25 percent of JFTR weight allowance or 2,000 pounds, whichever is greater. **NOTE:** A weight restriction will not apply unless it appears in the member's orders. Refer to NAVSUP Pub 490 for detailed guidance or you can access the WEB PAGE: <http://www.sd.fisc.navy.mil/navsuphhg/vy.mil/navsuphhg/> or E-mail: NAVTRANS_HHG_Helpline@NAVTRANS.navy.mil.

b. **CONTAINER/CRATING REQUIREMENTS:** Ship HHG in type II shipping containers or other air eligible Government owned shipping containers. NOTE: Commercial Air Shipments into King Khalid International Airport, Riyadh, Kingdom of Saudi Arabia must not exceed 148 cu. ft.. Pack UB/UAB in containers not exceeding 200 lbs gross per container. (CH)

c. **HARD LIFT AREA:** Hard lift area for all military services. Air clearance, when required, will be obtained from the appropriate Air Clearance Authority (ACA).

d. **UNACCOMPANIED BAGGAGE:**

(1) UAB shipments for members of the Defense Attache Office and the Marine Security Guard Detachment of the American Embassy, Riyadh, should be marked and consigned as follows:

American Ambassador
US Embassy
Employees full name
Riyadh, Saudi Arabia
Tel: 011-966-1-488-3800, Ext. 1512/1500

(2) **UAB shipments for members of USMTM** – AFELM-TAFT, AFELM SECURITY AST JD, AFELM SECURITY AST JA-DHAHRAN-AFM ADM, USCENCOM USMTM, USMC TAFT (Marines), DCMA, DCAA, WR-ALC, Peace Shield, AAFES, Det. 1, 83, and DECA, assigned to Riyadh (Eskan Village), Kingdom of Saudi Arabia, should be marked and consigned as follows: (CH)

USMTM
C/O Name of Agent
ATTN: Name of Service Member
Riyadh, Eskan Village, Kingdom of Saudi Arabia (CH)

(3) **UAB shipments for ARCENT** – (HQ ARCENT-SA (Command Section), US ARMY FORCES CENTRAL, 54TH, 550TH, and 580TH, to include DOD Civilians Assigned to ARCENT, Riyadh (Eskan Village) Kingdom of Saudi Arabia should be marked and consigned as follows: (CH)

ARCENT-SA
ATTN: Name of Member and Unit of Assignment
Riyadh, Eskan Village, Kingdom of Saudi Arabia (CH)

NOTE: Instructions for other UAB shipments should come from the sponsoring organization.

e. UAB Shipments:

(1) **UAB shipments for USMTM** - "AFELM-TAFT, AFELM SECURITY AST JD, AFELM SECURITY AST JA-DHAHRAN-AFM ADM, USCENCOM USMTM, DCMA, USMC TAFT (Marines), DCAA, WR-ALC, Peace Shield, AAFES, Det. 1, 83, and DECA, assigned to Riyadh (Eskan Village), Kingdom of Saudi Arabia, should be sent directly to King Khalid International Airport, Riyadh-RUH, Kingdom of Saudi Arabia. "Commercial Air Only". **ATTN: OUTBOUND BOOKING, IF YOU ARE NOT SURE PLEASE SEND US AN E-MAIL: tmo@usmtm.sppn.af.mil FOR PROPER ROUTING INSTRUCTIONS.** (CH)

(2) **UB shipments for ARCENT** - (HQ ARCENT-SA (Command Section), US ARMY FORCES CENTRAL, 54TH, 550TH, and 580TH, to include DOD Civilians Assigned to ARCENT, Riyadh (Eskan Village) and AFELM JTF-SWA JD assigned to Prince Sultan AB, PSAB, Al Kharj, Kingdom of Saudi Arabia, should be sent directly to Prince Sultan AB, Saudi Arabia-AKH, APO AE 09882. "AMC Air Only". **ATTN: OUTBOUND BOOKING, IF YOU ARE NOT SURE PLEASE SEND US AN E-MAIL: tmo@usmtm.sppn.af.mil FOR PROPER ROUTING INSTRUCTIONS.** (CH)

2. CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:

a. **Administrative Weight Restriction Area:** Saudi Arabia is an administrative weight restricted area for all DOD personnel. Contact local gaining commander in Saudi Arabia for specific information if not included in PCS orders.

b. All personal property shipments for DOD personnel on PCS orders are cleared through Saudi Arabia customs under a special exemption (**EMBASSY ONLY**) all other shipments are subject to inspection and/or examination at the point of entry into the Kingdom. Saudi Arabia is a strict Muslim country and items shipped which are offensive to the Muslim religion may be confiscated and may subject the entire shipment to confiscation without retribution. (CH)

c. **Shipment of UAB/HHG/POV:** Shipments of HHG, UAB and POV inform your outbound counselor when your actual arrival date will be into the Kingdom of Saudi Arabia, in order for your property to be available upon your arrival. The Personal Property Shipping Office cannot obtain clearance until you have arrived on station with a copy of your PASSPORT and VISA. Also, you will receive your Saudi ID card (IGAMA) from the Ministry of Foreign Affairs. Heat damage can be extensive if property sits in the sun for weeks before your arrival. (CH)

d. **Shipping papers:** Saudi customs officials do not repeat not release shipments as duty free when they are misconsigned or when shipping papers identify the commercial agent as "notify party." Place member's PCS orders inside member's personal property shipping containers. (CH)

e. **Shipping Documentation Pouch Requirements:** Ensure PCS orders and DD1299's and related documents are placed inside the shipping containers. (CH)

f. **Responsible Transportation Office:** Transportation Office, USMTM, APO AE 09803 is responsible for the overall personal property shipment program, letters of intent, and shipping information in Saudi Arabia.

g. **Mail:** Saudi customs officials may open and inspect packages coming into the Kingdom. This includes packages coming through APO. It is illegal to import alcoholic beverages, pork products, firearms, non-Muslim religious material, or material deemed pornographic. Videocassettes sent through APO mail are subject to screening and confiscation. If considered unacceptable, tapes may be partially or completely erased, or destroyed. Books and magazines are also checked for "pornographic" pictures or politically sensitive material. Pages may be destroyed or removed if considered unacceptable. Record jackets, cassette labels, and compact discs may also be confiscated. To avoid confiscation, you may mail certain items via State Department pouch or include them in your HHG. (While HHG are subject to inspection, customs officials rarely open HHG shipments. You may send the following items by state department pouch: videocassettes (maximum ten per package, clearly labeled "video tapes"), DVD's, CD's, cassette tapes, prescription medications, and religious materials. Quantities should be limited. Pornographic material may not be sent through the pouch.

h. **Size Requirements:** The U.S. Postal Service has issued a size restriction on all parcel mail addressed to Saudi Arabia. It must fit in a mail sack. Therefore, priority mail may not exceed 70 lbs. Or 108 inches, measuring length and girth combined. Space available mail (SAM) may not exceed 70 lbs. Or 100 inches, measuring length and girth combined.

i. **Restricted Items:** Saudi officials may restrict the importation of the following items: Books, printed materials, communication equipment, audio cassette tapes, video cassette tapes, DVD's, CD's and computer diskettes.

3. **CONSUMABLES:**

- a. **ALCOHOLIC BEVERAGES:** You may not import alcoholic beverages.
- b. **CIGARETTES/TABACCO PRODUCTS:** Shipments of cigarettes/tobacco products between CONUS and overseas or with overseas countries may be shipped subject to host country requirements/restrictions identified. When undefined or in doubt, the TMO will request clarification by message from the responsible transportation authority at destination.
- c. **COSMETICS:** No restrictions identified.
- d. **FOODSTUFFS/MEATS:** Pork products are prohibited.
- e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** Saudi Arabia recently increased the penalties for violating narcotic laws. Clearly labeled prescription drugs, in small quantities, should pose no problems. However, difficulties may arise if prescription drugs are shipped in large quantities, lack of clear labels or proper documentation (such as a copy of the prescription), or are considered illegal by Saudi authorities. You may wish to send prescription medication via pouch.
- f. **Other:** Non-Muslim religious material or material of a sexual nature are prohibited.

4. **ELECTRICAL EQUIPMENT:**

- a. **HOME COMPUTERS:** No restrictions identified.
- b. **TVs/VCRs:** The Embassy Recreation Association (USERA) currently offers the following channels free of charge: CNN international; AFN Atlantic; AFRTS spectrum; AFRTS news/sports; and two local Saudi channels. Orbit satellite service is also available for a monthly fee. Programs are broadcast in several different system format, including, PAL, SECAM, and NTSC 3.58. Therefore, multi-system televisions are required to take full advantage of the program selection – USERA also operates an extensive VHS Video Club.
- c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED:** No restrictions identified.

6. **PETS/QUARANTINE:**

- a. You must have approval from the Saudi Ministry of Foreign Affairs to bring a pet into the Kingdom. Therefore, at least one week prior to the animal's arrival, you must notify GSO of the following information: breed, sex, color and weight of animal. (Dogs should be listed as "guard dogs"). You may send this information by e-mail to David Simons or Ali Jama Haid, or through front channel cable. With this information, GSO will prepare a diplomatic note for the foreign ministry. While this is normally sufficient, the note may be held by the foreign ministry until the actual processed documents are faxed (see paragraph 6.f.).

b. You should update your pet's vaccination and obtain a USDA health certificate. (Rabies shots should be administered 30 days prior to your pet's arrival.) You may place several pets on one 3 certificate if you wish. Vets in the Washington, DC metropolitan area can be expensive, so you may wish to do this at your home leave address. If your pet has health problems or needs dental work, it is best to treat them as early as possible. You should do this at least 30 but not more than 10 days before arrival at post.

c. Before you can authenticate your pet's health certificate, it must be certified by the USDA. If you are not in the Washington, DC Area, check with your vet for the nearest USDA office. If you are in the Washington area, the locations are as follows:

USDA-APHIS

4700 River Road, Unit 39
Riverdale, MD 20737-1231
301-734-8383 OR 8170

(This office is located off the beltway, use Kenilworth Ave. Exit).

OR

2568A Riva Road, Room 207
Annapolis, MD 21401
410-962-7726

OR

Washington Bldg., Suite 600
1100 Bank St.
Richmond, VA 23219
804-771-2774

d. After the health certificate is certified by the USDA, the State Department Office of Authentication's must authenticate it. That office is located at Colombia Plaza on 23rd street (SA_1, phone: 1-800-688-9889 or 647-5002 or 663-3868). The office is located on the plaza or ground floor next to the drugstore. The office attaches a letter of authentication to your health certificate. Cost is \$4.00.

e. You must take the certified health certificate and letter of authentication to the visa entrance of the Saudi Embassy. It is located at 601 New Hampshire Ave., NW, a short walk from the authentication office, across from the Watergate plaza. You must obtain an official Saudi Stamp on the health certificate. It may be necessary to leave the documents overnight. There is an \$8.50 fee, which you may pay in cash if you have the correct change. Otherwise you will need a money order or cashier's check made out to "the Royal Kingdom of Saudi Arabia" or the Embassy of Saudi Arabia." Be aware that the Saudi Embassy closes for extended periods of time for the Eid and Hajj religious holidays.

f. After your USDA certificate is authenticated by the State Department and stamped by the Saudi Embassy, fax copies of all these documents to the GSO/customs & shipping section in Riyadh, 011 -966-1-488-7939. The section will prepare a diplomatic note for the Ministry of Foreign Affairs. The MFA will endorse the diplomatic note, directed to the Director of Airport Customs. This can take up to four days.

g. If you do not follow the process described above, airport authorities will not release your pet until checked by a Saudi veterinarian. You may want to avoid arriving on the Saudi weekend, which is Thursday and Friday, as the vet does not work on these days. If your pet is not accompanied, it will be held at the airport for up to four hours until a vet can check it. There is no charge for this service.

h. Reminder: your pet must have reservations with the airline and you must bring all their documents with you to the airport. Be prepared to pay for your pet's passage when you arrive at the airport. Currently, you may only pay for pet travel at the counter -- it cannot be prepaid. Most airlines require that your pet travel in a sturdy cage with strong bolts and air ventilation on three to four sides of the cage. All cages must have a water dish. A piece of old, carpet fixed to the bottom of the cage allows your pet to dig in claws and hold on tight when transported.

i. If you plan to book your pet inside the cabin, please check well in advance with the airline. The availability of this option is normally limited and the airline may have additional requirements concerning the date of the health certificate and other documentation.

j. If the pet is sent by airfreight, the shipment should be consigned as follows:

American Embassy
Riyadh, Saudi Arabia
Contact Tel: 488-3800, EXT 1512/1500

k. If you send a dog by airfreight, the description of the shipment in the airway bill should state that it is a "guard dog." l. If shipping a pet by airfreight, please notify GSO, as soon as transportation arrangements are made, of the following: airline, flight number, and airway bill number assigned to the shipment.

l. If shipping a pet by airfreight, please notify GSO, as soon as transportation arrangements are made, of the following: airline, flight number, and airway bill number assigned to the shipment.

7. PRIVATELY OWNED FIREARMS (POFs): It is illegal to import or possess weapons.

8. PRIVATELY OWNED VEHICLES (POVs):

a. **POVs:** (includes information on prohibited vehicles, colors, etc.)

(1) Active duty personnel, other than Defense Attache Office personnel and the US Embassy Marine Security Guard Detachment Commander, are prohibited from importing privately -owned vehicles. Open bed pickup trucks cannot be registered to non-Saudi and should not be shipped. Do not ship a pickup truck as a POV. If a yellow sedan is shipped, Embassy guidance should be sought prior to shipment as this color is reserved for taxis in Saudi Arabia, so it is discouraged. All types of vehicles can be shipped, but spare parts are still difficult to obtain for pre 1988 vehicles. There are no specific safety standards imposed by Saudi Arabian Government.

(2) Shipments of POV should not, repeat not, be scheduled to arrive at Post prior to employee's arrival. Post cannot obtain clearance until employee arrives and is granted an identification card by the Saudi Ministry of Foreign Affairs. Saudi Arabian Customs do not, repeat, do not release shipments as duty free shipments when shipments are misconsigned.

(3) **Drivers License:** Women may not repeat not legally drive in Saudi Arabia. Therefore, Saudi police will only issue diplomatic driver's licenses to men. Prior to applying for a driver's license, you must obtain your Saudi ID card (IGAMA). To qualify for a diplomatic driver's license, you must have a valid repeat valid driver's license; preferably, one issued in the United States. When applying for your driver's license, you must submit four (4) non-glossy, non-Polaroid black/white or color photos (1 x 1 in). If you do not have a valid

driver's license, but would like to obtain one in Saudi Arabia, you should be prepared to take driving courses and/or driving exams. While women are not permitted to drive in Saudi Arabia, they may import and register a vehicle. However, hiring a driver is expensive, so most female employees rely on the embassy's extensive motor pool operation for transportation.

(a) Surface shipments of POV should be sent directly to Riyadh dry port via Port of Dammam. Freight should be prepaid through to Riyadh dry port.

(b) For surface shipments please note the following:

(1) Do not pack motor vehicles and HHG in the same containers.

(2) Dammam Port and Riyadh dry port handle 20 foot and 40 foot containers.

(c) Post request that all shipments destined for Riyadh are sent directly through to Riyadh. To do this, please follow these instructions precisely:

(1) The consignee block of the OCB/I must be completed as shown in para 8.a.3 (3) above.

(2) The notify party block of the OCB/I must remain blank or show "same as consignee."

(3) The port of discharge block of the OCB/I must show "Dammam."

(4) The place of delivery block of the OCB/I must show "Riyadh dry port."

(4) Embassy HHG and POV shipments should be marked and consigned as follows:

American Ambassador
c/o American Embassy
Diplomatic Quarter
Riyadh, Saudi Arabia
ATTN: GSO; Tel: 488-3800, EXT 1512/1500

(5) **USMTM PERSONNEL** - Units/personnel sponsored by USMTM (AFELM-TAFT, AFELM SECURITY AST JD, AFELM SECURITY AST JA-DHAHRAN-AFM ADM, USCENTCOM USMTM, DCMA, USMC TAFT (Marines), DCAA, WR-ALC, Peace Shield, AAFES, Det. 1, 83, and DECA). Personal property must be shipped to King Khalid International Airport-RUH, Riyadh, Kingdom of Saudi Arabia. HHG are not authorized via Surface Mode. POV's are prohibited. **ATTN: OUTBOUND BOOKING, IF YOU ARE NOT SURE PLEASE SEND US AN E-MAIL: tmo@usmtm.sppn.af.mil FOR PROPER ROUTING INSTRUCTIONS.** (CH)

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(6) The shipment should be routed through Port of Dammam to Riyadh dry port. Means of transportation from Dammam Seaport to Riyadh dry port must be stated on the "OCB/I as " via railways customs terminal (RCT)."

(7) Forward original OCB/L directly to:

General Service Office
U.S. Embassy, Unit 61307
APO, AE 09803-1307
Or via registered international airmail to:
General Service Office
U.S. Embassy
P.O. Box 94309
Saudi Arabia
ATTN: Customs & Shipping

(8) **Neighboring posts:** Posts in neighboring countries (Jordan and GCC countries) may send shipments of HHG and POVs overland. If a post decides to send shipments overland, it should submit the following information at least three workdays prior to release.

- (a) Full description of the truck designated to carry the shipment.
- (b) Truck license plate number.
- (c) Driver's name and nationality.
- (d) Driver's passport number.

NOTE: This information will help post obtain customs clearance approvals and border crossing permits in a timely manner. Post suggests caution in sending shipments overland, as the shipments are more likely to be opened and inspected.

(9) **Customs clearance process:** It normally takes two to four weeks for UAB shipments to arrive in country, while HHG shipments generally take two to four months, depending on the origin of the shipment, routing, and other factors. Post can not repeat not pre-clear your UAB, HHG, or POV shipments before they arrive in country. Nor can post begin the clearance process until after the member has arrived and received your ID card. (ID card, or IGAMA, are usually received about two weeks after arrival.) It normally takes two weeks to finalize customs formalities, following receipt of the IGAMA. GSO will contact you to schedule delivery once your shipments clear customs. For military and DOD members, a clear copy of the passport, visa, and a Mission Relations Letter is required prior to clearing customs for HHG's and UAB thru King Khalid International Airport. (CH)

(10) **Vehicles:** No age or manufacturer restrictions apply to mission vehicles.

(11) Motor vehicles manufactured by American motors, previously on the boycott list, can now be imported. Also, Ford motor vehicles can be imported and are locally available, but spare parts are as yet difficult to obtain. General motors vehicles and services are available, as are Chrysler products, but the latter are in less plentiful supply. Also do not/not import a POV with tinted glass windows. Vehicles with tinted glass windows cannot be registered unless the tint is removed. The Saudi Arabian Customs may require proof of ownership upon clearance. Copies of vehicle titles translated into Arabic or English should be sent to Post.

- a. **MOTORCYCLES/MOPEDS:** If you wish to send a motorcycle (**EMBASSY ONLY**), do not include it in your HHG shipment. Motorcycles must be shipped separately and described in the bill of lading. Particulars required are: year/type/make, engine number, and chassis number.
- b. **GASOLINE/CATALYTIC CONVERTERS:** Unleaded gas is now available in the Kingdom of Saudi Arabia. There is no longer, repeat no longer, any need to remove the catalytic converter.
- c. **INSURANCE/SAFETY REQUIREMENTS:**
 - (1) **Motor Vehicle Insurance:** Motor vehicle insurance coverage is not mandatory in Saudi Arabia. However, post strongly recommends that you carry insurance on your motor vehicle. Motor vehicle insurance may be purchased locally at reasonable rates.
 - (2) **Motor Vehicle Service and Spare Parts:** Service and spare parts are available for most popular vehicle brands. However, spare parts for vehicles more than fifteen (15) years old may be difficult to find.
 - (3) **Motor Vehicle Inspection:** There are two types of vehicle inspections.
 - (a) **Standard Conformity Inspection:** Imported motor vehicles should be inspected soon after clearing Customs. The Saudi Arabian Standards Organization (SASO) inspects vehicles to ensure that they meet Saudi specifications. The inspection is simple and almost all vehicles pass. Technicians check safety belts, lights, exhaust pipes, and other areas of the vehicle. When a vehicle passes inspection, SASO issues a certificate of inspection for use in registering the car. SASO does not charge a fee for inspecting mission vehicles.
 - (b) **Road Safety Inspection:** Annual motor vehicle safety inspections are mandatory in Saudi Arabia. The inspection fee is about \$20.00. (New vehicles, in the current year of manufacture, are exempt.) When a vehicle passes inspection, a circularly sticker is placed on the windshield and a computer-generated, one-year certificate is issued. Saudi police require vehicle owners to have a valid copy of the inspection certificate when applying for issuance/renewal of vehicle registration, ownership transfer, or export permit.
- d. **OTHER:**
 - (1) **Pickup Trucks:** Do not repeat not ship a pickup truck as a POV. Pickup trucks cannot be registered to non -Saudies.
 - (2) **Motor Vehicle Color:** Do not repeat not ship a yellow vehicle. Yellow is reserved for taxis. If you import a yellow vehicle, it will be repainted at your expense.
 - (3) **Vehicles With Tinted Glass:** Do not repeat not ship a vehicle with a tinted windshield or with tinted front side windows. Motor vehicles that have tinted glass on either the windshield or the front side windows cannot be registered with the Saudi

police until the tint is removed. Rear windows and rear side windows may be lightly tinted, as long as the tinting does not interfere with the driver's ability to see objects behind him or with Saudi security concerns. To determine if your tinting is acceptable, stand 15 to 30 yards behind the vehicle. If you can see well inside the car, then your rear window tinting is okay. If you cannot see into the car, the vehicle will most likely fail the Saudi inspection.

- (4) **Vehicle Titles:** Saudi officials require proof of ownership before clearing vehicles through customs. Please send or bring a copy of your vehicle title to post. The title must be in English or Arabic. If your title is not in English or Arabic, please have it translated before coming to post.
- (5) **Vehicle Registration and License:** The process of licensing a vehicle with diplomatic (CD) tags normally takes two weeks. You must pay the registration fee, which is about \$8.00.

9. SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:

a. Religious or sexually related material. Video cassettes sent through the regular APO mail or shipped as HHG's or UAB will be confiscated and viewed to ensure they are morally acceptable. If unacceptable, they will be erased entirely or in part and then are usually returned to the addressee. If mailing tapes to post, either send via registered APO or send a maximum of two tapes per package via state department pouch clearly marked "video tapes" to avoid confiscation. Books and magazines are also checked for "pornographic" pictures or politically sensitive material and pages may be destroyed or removed if determined to be unacceptable. Record jackets, cassette labels, and compact discs are also subject to confiscation.

b. **Public Behavior:** Anyone entering Saudi Arabia should be aware that Islamic Law is the foundation of the Kingdom's conservative customs and practices. Pork products, alcohol and items deemed pornographic are strictly forbidden. The norms for public behavior and dress are extremely conservative. For example, Saudi women are veiled and must wear a full-length black covering known as an Abayya. Guidance issued by the Saudi Embassy in Washington states that non-Muslim women are not required to wear an Abayya, but should dress conservatively (loose-fitting dresses that cover well below the knee, with long sleeves and a high neckline). The embassy echoes this guidance and embassy women do not repeat not wear Abayyas when out on official business. However, many western women, particularly those living in the Riyadh area and the more conservative central region, choose to wear an Abayya and carry a headscarf in order to avoid harassment by the religious police (known as the mutawwa'in). Even with the Abayya and scarf, harassment may still occur. When in public embassy personnel and dependents should dress conservatively. Men should wear long pants and avoid shorts or sleeveless shirts. Women should wear dress in accordance with the above guidance and avoid trousers when out on official business.

10. STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS: No restrictions identified.

11. TRANSMITTING EQUIPMENT:

- a. **CBs, AMATEUR/HAM RADIOS AND MARS EQUIPMENT:** Importation of any item containing a transmitter, including remote control airplanes is prohibited.
- b. **DISH ANTENNAS:** It is illegal to import dish antennas and receivers (they are locally available).

- c. **CORDLESS PHONES:** It is illegal to import cordless phones (clearance must be obtained in advance from Ministry of Communication of Saudi Arabia.)

12. **SEPARATEES/RETIREEES ENTITLEMENTS/LIMITATIONS:**

a. Retired/separated personnel are responsible for customs clearance of their personal property and POVs with the Saudi Arabian custom officials at the port of arrival prior to onward movement. The US Embassy, Riyadh, cannot assist with customs clearance for other than as signed Embassy personnel. Shipments for retired/separated personnel should not be consigned to the Embassy.

b. Retired/separated personnel's shipments should be shipped via ITGBL Code 6 OTO for HHG; Code 8 OTO for UB. Consign to member at final destination. Annotate PPGBL: "Carrier contact PPSO, USMTM Riyadh, Saudi Arabia, prior to delivery or placing in storage." PPGBL for all Code 6 and 8 shipments should list name of carrier's destination agent, address, and telephone numbers in Saudi Arabia. Member must provide local address and telephone contact to the appropriate PPSO immediately upon arrival in Saudi Arabia. (CH)

c. Retirees may import privately owned vehicles. Private arrangements for customs clearance and payment of duty must be made after coordination with the appropriate PPSO. POVs should be shipped, containerized if possible, to the Port of Dammam or Jeddah.

13. **OTHER:**

a. **VISAS:** You must have a visa to enter Saudi Arabia. When you apply for your Saudi visa, please request a Diplomatic Visa annotated as an assignment visa repeat an assignment visa. Dependents require diplomatic visas annotated as resident visas. Neither you nor your dependent(s) should be issued a visitor's visa. Please check your passport before traveling to ensure that you have the correct visa. If you are not certain that you have the correct visa, please fax a copy of it to Human Resources for review. The fax number in Human Resources is 011 -966-1-488-7765. If possible, bring with you a copy of the visa request submitted to the Saudi Embassy. An incorrect visa may cause long delays in customs processing of unaccompanied air baggage (UAB) and household effects (HHG). Also, no resident ID (IGAMA), multiple exit reentry permits, or driver's license can be issued to you or your dependents unless you have, the correct visa. (CH)

b. **VISAS FOR DOMESTIC HELP:** Domestic workers in Saudi Arabia require a work visa. To obtain a work visa, domestics must be "sponsored" by their employers. According to Saudi regulations, the Embassy cannot arrange sponsorship for your domestic worker prior to your arrival. When you arrive in Riyadh, the Human Resources Office will first obtain resident permits (IGAMA) for you and your family. Only when you have your (IGAMA) will Human Resources be able to apply for your domestic's work visa. Processing time for the work visa ranges from two to four weeks. To facilitate processing of the work visa, you should bring a copy of your domestic's passport and two passport size photos of him/her (black/white matte). Generally, the Saudi Government does not grant work visas for single female domestic help under the age of thirty years. The Ministry of Foreign Affairs allows entry of one domestic for each direct-hire American employee. (CH)

c. **PHOTOS:** Please bring four(4) non-glossy, color photos (2 x 3 in) for your Saudi residence permit (IGAMA). Children 17 years of age and under must be photographed with their mother. Men who wish to obtain a Saudi driver's license should also bring four (4) non-glossy, non-Polaroid black/white or color photos (1 x 1 in). The photos employees obtain at the Department of State during consultations are usually not repeat not acceptable for the (IGAMA), but may be used for the driver's license and other documentation requirements. Photos may be obtained locally in Riyadh, if you prefer. Photo expenses may be claimed on your travel voucher. (CH)

d. **EMBASSY COMPUTER SOFTWARE APPLICATIONS:** The embassy uses a Window NT local area network for its unclassified computing needs. The PC client operating system is Windows NT 4.0 for workstations on both the unclassified PCs and classified PCs. The software, Microsoft Office PRO 97, includes Word 97 for Word Processing; Excel 97 for spreadsheet applications. Outlook 97 for e-mail, contacts and scheduling; Accesses 97 for databases; and PowerPoint 97 for presentations. Post recommends you have training on this system before arrival in Riyadh.

e. **HOUSING:** All embassy personnel reside in the diplomatic quarter, within one half mile of the Chancery. You will occupy either an FBO townhouse (American designed and built) or a government-leased townhouse. All housing is furnished and is assigned by post's interagency housing board on the basis of rank, family size and availability. Ordinarily, you should move directly into your assigned housing upon arrival at post. All residences are air conditioned and are furnished with the following. Refrigerator, freezer, range, oven, microwave oven, water dispenser, washer/dryer, vacuum cleaner, and a complete set of basic furniture, including one set of plastic patio furniture. Post does not provide computer stands, microwave carts, reclining chairs, card tables, or other specialized furniture. Please plan for your individual needs accordingly. Storage space is limited. Post does not provide extra storage space for personal effects that will not fit in your assigned housing. Upon arrival, you will receive a hospitality kit containing basic household items, such as dishes, cooking utensils, iron, ironing board, and linens. The welcome kit should be returned to GSO upon arrival of your UAB shipment.

f. **SCHOOL:** The American International School - Riyadh (AIS-R) is a private school with an application and registration process similar to that of a private school in the United States. The Community Liaison Officer will inform the school in advance of the number of new students to expect and their approximate grade, but children must be physically present in Riyadh to register. Applications are not accepted through the mail or from a second party. All records and transcripts from schools previously attended must be presented in person to the registration office. Post recommends all documents be hand carried. Entrance testing to determine grade placement is required. In addition to AIS-R, Riyadh has a Multinational School and schools that offer British, French, and German curriculum.

g. **STORAGE SPACE:** As previously indicated, storage space is s limited. Be advised that storage areas are limited in post housing and no commercial storage facilities are available. Discretion should be used in selecting which HHE items you send to post.

h. As per Department's recommendation (State 178721) and post policy, Embassy Riyadh is a smoke free work place.

i. If we can be of any further assistance in making your move smoother or if you have questions that were not covered. Please feel free to address such questions to either the Human Resources Officer (Sharon D. Nichols) or Community Liaison Officer (Fina C. Sorrell) at one of the following addresses:

VIA APO: American Embassy, Unit 61307, APO AE 09803 –1307

VIA POUCH: American Embassy 6300 Riyadh PL (DOS), Department Of State, Washington DC 20521-6300

VIA INTIL MAIL: American Embassy, P.O. Box 94309, Riyadh 11693, Saudi Arabia
OR BY FAX 011-966-1-488-7765/488-7939

You may also send questions or receive further information by sending an e-mail to GSO. The following individuals can be reached through the Department's internal e-mail system or through the internet: David Simons, GSO (simonsdw@state.gov) Ali J. Haid, Sup., Shipping & Customs (haidaj@state.gov).